



CONCEPT LANDMARK ALTERATION CHECKLIST

Project Information

Project Name: _____

Site Address: _____

APPLICATION SUBMITTAL REQUIREMENTS

REQUIRED APPLICATION FORMS:

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyright Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- Concept Landmark Alteration Checklist (Page 1 of this Form below)

REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following pages for those requirements.**

PROJECT DOCUMENTS:

- Color Photographs of the Site
- Design Concept Narrative
- Neighborhood Context Map

PROJECT PLAN SET COMPONENTS:

- Architectural Details Sheet
- Conceptual Landscape Plan Sheet*
- Creek Cross Section Plan Sheet*
- Existing and Proposed Elevations Sheet
- Floor Plan Sheet
- Site Plan Sheet

*May be required, see plan sheet requirements and document requirements linked below

REQUIRED FEES:

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s).

INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

PROJECT DOCUMENTS – All documents must reflect the [document requirements](#). Use the [document requirements](#) to determine if you should include that document.

PROJECT PLAN SET COMPONENTS – All plans/sheets must reflect the [plan sheet requirements](#). Use the [plan sheet requirements](#) to determine if you should include that plan set component.

CONCEPT LANDMARK ALTERATION REVIEW INFORMATION & PROCESS

Concept Landmark Alteration Review is required for any project of 5,000 square feet or larger within the Historic Combining Zoning District. It is optional for projects of a smaller size which require a Landmark Alteration Permit. The purpose of concept review is to provide an opportunity for nonbinding comments from the Cultural Heritage Board (CHB) to the applicant and interested citizens. Concept review is designed to offer advice and suggestions only and does not result in any actions by the CHB.

Prior to submission of a Concept Landmark Alteration Review permit, consider the following resources: [Section 20-58.060](#) of the Santa Rosa Zoning Code, [Section 4.7](#) of the Design Guidelines, the [Processing Review Procedures for Owners of Historic Properties](#) and [Secretary of Interior Standards](#).